

Auditor:

1. Complete this form after the classroom observation and after you have observed the return of materials.
 2. Rather than conduct a verbal interview, it is acceptable to allow the DDOT to read and complete this form. However, in the event that the DDOT has questions or needs clarification, you must remain with the DDOT while she or he completes the form.
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**VIRGINIA Standards of Learning Assessments
ENGLISH: WRITING TEST**

POST-TEST DDOT PROTOCOL

General Information

Date: _____ (Month, Day, Year)
Division: _____
DDOT Name: _____
DDOT Signature: _____ My signature indicates that I have reviewed this document.
Auditor's Name: _____
Auditor Signature: _____

AUDITOR: In your completion of this protocol, did you meet with the DDOT only?

Yes No

If no, who else was in attendance?

<u>Name</u>	<u>Position</u>
_____	_____
_____	_____
_____	_____
_____	_____

NOTE: The Division Director of Testing is to begin on Page 2.

**Information about Activities Conducted
Prior to Testing**

1. Has your signed *SOL Division Test Security Agreement* been returned Yes No to Harcourt Educational Measurement?
If so, when was it returned? _____ (Month, Day, Year)
2. Did you read the *DDOT Manual*? Yes No
3. Did you read the *STC Manual*? Yes No
4. Did you read the *Examiner's Manuals*? Yes No
5. Did you verify receipt of secure materials as described in the DDOT Manual? Yes No
6. Were materials stored in a secure location prior to delivery to the schools?
Where? _____ Yes No
7. Was it necessary to deliver secure test materials to any school *earlier* than 4 school days (96 hours) prior to the school's first day of testing? Yes No
If "yes":
Which school(s): _____
8. *(Complete only if the answer to question 7 is "Yes".)* Please explain the circumstances that made it necessary to deliver secure test materials *earlier* than 4 school days prior to testing.

9. Was the *SOL School Test Booklet/Writing Prompt Transmittal Form* delivered to the school(s) with secure test materials as described in the *DDOT Manual*? Yes No
10. After their receipt of the secure test materials, did STCs report any discrepancies or shortages? Yes No
If yes, how were they resolved?
Comments:

11. Since delivery of secure test materials to the school(s), have your coverage materials remained in a secure location? Yes No
Where?

Fall 2002 SOL Writing Test, Post-Test DDOT Protocol

12. Did you provide training to STCs on:

Responsibilities of STCs and Examiners?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Multiple-choice and direct-writing components of the Writing test?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Security requirements?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Participation of students with disabilities and/or Limited-English proficient students?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Arranging for testing sites?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Handling testing irregularities?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Organizing and packing materials after testing?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Training Examiners?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Scheduling testing sessions?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Arranging for make-up testing sessions?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Were there activities that you felt were particularly effective in preparing your division for this administration?

13. Did you check to make sure that all STCs conducted training for Examiners and Proctors? Yes No

14. What instructions did you give STCs for identifying, reporting, and resolving testing irregularities?

15. You were asked to provide counts of students needing special forms (Braille, large print, and audiocassettes) along with counts of students needing regular forms. Did you have any students who needed special forms in Fall 2002? Yes No

(If "no", skip question 16 -- go to question 17.)

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16. Do you have suggestions for improving the process for ordering Braille, large-print, and audiocassette tapes?

Do you have any suggestions for improvement of the packaging and/or delivery of the special forms?

Did you have problems with your dissemination of the special forms to schools?

Yes No

If "yes", please explain:

Information about Activities Conducted Today

17. In what way(s) did you monitor test administration in your school division?

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18. To date, what kind(s) of testing irregularities have been reported to you?
(Check any that may apply.)

- Student became ill during a testing session.
- Student was observed cheating during the testing session.
- Any adult appeared to provide improper assistance to student.
- An excessive disturbance or disruption occurred.
- A student's test booklet, writing prompt, or used answer document is missing.
- Any unused/unassigned test booklet, writing prompt, or answer document is missing.
- Any other situation(s) that might impact a student's score.

Was the situation(s) checked above reported promptly to you?

Yes No

What procedure do your STCs follow to report irregularities to you?

COMMENT AS NECESSARY BELOW:

**Information about Activities Conducted
and/or Planned Subsequent to
Today's Testing Sessions**

19. Do you have a specific procedure already in place to ensure that STCs are keeping all secure test materials, including those that have been used in testing sessions, in locked storage overnight? Yes No
If so, please describe it briefly:

20. Are STCs aware of requirements for establishing make-up test sessions? Yes No

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21. Are you aware that, after all testing has been completed, scorable answer booklets and non-scorable test booklets and writing prompts are to be shipped to different locations? Yes No
22. Have you read, and are you comfortable that you understand, the instructions for assembling and shipping the scorable answer booklets to the Iowa City Scoring Center? Yes No
23. Have you read, and are you comfortable that you understand, the instructions for assembling and shipping the non-scorable test booklets and writing prompts to the San Antonio Scoring Center? Yes No
24. Are you aware that both you and the superintendent must sign the SOL School Division Affidavit and return it to the Virginia Department of Education? Yes No

The DDOT's Suggestions

25. In what way could the shipment of both non-secure and secure testing materials be better organized to help you distribute them to the STCs?
- _____
- _____
- _____
- _____
26. What specific suggestions do you have for improvement of the *DDOT Manual*?
- _____
- _____
- _____
- _____
27. Do you have specific suggestions for improvement of the *STC Manual*?
- _____
- _____
- _____
- _____
28. What specific suggestions do you have for improvement of the *Examiner's Manuals*?
- _____
- _____
- _____
- _____
29. In regard to future administrations of the SOL Writing test, what information or training would help make the test administration go more smoothly?
- _____
- _____
- _____
- _____

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30. What other information and/or materials would be useful to you in your role as DDOT?

31. As a result of your experiences in the Fall 2002 administration of the SOL Writing test, what changes will you consider making in your own procedures for the next administration?

32. What suggestions do you have in regard to procedures prescribed in the *DDOT Manual* for distribution, collection, and assembly of test materials?

33. Do you have other suggestions for making the SOL Writing test go more smoothly?

PLEASE REVIEW FOR COMPLETENESS, THEN SIGN ON PAGE 1.

NOTE: THIS FORM WILL BE PHOTOCOPIED AND LEFT WITH THE DDOT.

THANK YOU!